

# TAX PREPARER PACKET PRIME P&L DOC TYPE

### **Instructions**

ACC's P&L doc type guidelines require completion of this packet in its entirely by the borrower's tax preparer. Instructions for completion are found on this page.

#### Templates for these forms are attached herein:

- Tax Preparer Questionnaire
- Profit & Loss Statement

#### Both forms must be completed in their entirety by an individual holding a valid license as a:

- CPA (Certified Public Accountant); or
- EA (Enrolled Agent); or
- CTEC registered tax preparer (California Tax Education Council); or
- Preparer Tax Identification Number (PTIN) only if loan purpose is Purchase & LTV ≤ 75%

#### PTIN preparers must also document at least 2 years of tax preparation experience by providing one of the following:

- PTIN license renewal documentation dating back 2+ years; or
- If preparer owns a tax preparation business, proof of 2+ years business existence; or
- If preparer works for a tax preparation business they do not own, letter from business owner verifying 2+ years employment.

#### Profit and Loss Expense Definitions:

- **Cost of Goods Sold:** The cost to the business to acquire the raw materials used to complete the work or provide the service requested but does not include materials purchased by the customer directly.
- Wages/Payroll: Any cost, including benefits, to persons other than the borrower reported under a W2.
- Contract Labor: Any cost, including benefits, to persons other than the borrower not reported on a W2.
- **Rent:** The cost paid for any space used by the business to bring the good, or service, to market.
- Advertising: All costs associated with promoting the business, including phone book listings, social media, billboards, radio, television, etc.
- **Equipment:** The cost of any equipment used by the business to bring the good, or service, to market including rentals.
- **Repairs/Maintenance:** The cost of parts and labor involved in keeping equipment, goods, or services in usable condition for the continuation of the business.
- Insurance: Any bond, or insurance used to protect the business against risk in the operation of the business.
- Sales, General, Admin: Any cost the business has in general operation, including phones, utilities, licenses, office supplies, gas, internet, etc.
- Other: Any cost not specifically listed above incurred by the business in order to continue to operate.



## **Tax Preparer Questionnaire**

Bor	rrower Name:	Business Name (if applicab	le):		
Infe	ormation related to the Tay Preparer				
	ormation related to the Tax Preparer:  What type of license do you hold?  □ CPA (Certified Public Accountant)				
٠.					
	☐ EA (Enrolled Agent)				
	<ul> <li>□ CTEC registered tax preparer (California Tax Education Council)</li> <li>□ PTIN (Preparer Tax Identification Number) only if loan purpose is Purchase &amp; LTV ≤ 75%</li> <li>How long have you held your license?yearsmonths</li> </ul>				
2.					
3.	Address where your tax preparation services are performed:				
4.	What is the nature of your work structure?				
	☐ A - I own a tax preparation business				
	☐ B - I work for a tax preparation business I do not own				
	☐ C - I work independently and aren't associated with any business				
5.	If selected 4A or 4B, what is the name of	the business?			
6.	If selected 4A or 4B, how long have you	owned or worked for this husiness?	vears months		
Info	ormation related to the Borrower:				
7. How long have you filed and/or reviewed the borrower's self-employed tax returns?years					
8.	Provide a brief description of the borrower's business, including how income is generated, cost of goods/services sold, marketing, and labor (employees/other):				
9.	Provide a detailed explanation of any P8	L expenses which are not applicable	to the borrower's business, if any:		
signi	ing below, I acknowledge and understand	the instructions and definitions, and	have accurately represented them to the		
row	er's business on this form.				
natui	re:	License Number:	Date:		
nted Name:		Phone Number:	Type: ☐ Cell ☐ Land Line		
		<del></del>	·		
igna	ature is not acceptable]				



## **Profit & Loss Statement**

Please ensure this statement covers the most recent complete 12 or 24 months depending on Loan Program.

Borrower Information		Tax Preparer Name			
Borrower Name					
Business Name (if applicable)					
Years in Operation		Tax Preparer Address			
Ownership % (i.e., .5 = 50%)					
<u> </u>					
Dates Covered					
P&L Period Beginning		Tax Preparer License Number			
P&L Period Ending					
1					
Income		Tax Preparer Phone Number			
Total Gross Income					
Expenses (defined in Instructions	5)	Tax Preparer Statement			
Cost of Goods Sold		For the purpose of mortgage application qualification only, I determined this profit and loss statement to reasonably reflect the income and expenses of the business described. I certify that I am independent			
Wages/Payroll					
Contract Labor					
Rent					
Advertising		from the borrower, mortgage broker, bank, and title company. I have no financial, or			
Equipment		other interest in the business described			
Repairs/Maintenance		other than assisting to complete tax, or			
Insurance		financial records. I am not receiving any compensation contingent on the closing of			
Sales, General, Admin.		any loan related to the borrower.			
Other					
Total Expenses					
Net Income or Loss					
		Tax Preparer Signature			
	·				
Monthly Income or Loss (net inco	ome / 12 or 24)				
		Date			
	Borrower Signature	Date			